

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is assisting the Fire Chief by performing office functions and handling clerical duties. The work involves frequent contact with the public as receptionist for the Chief's office. The employee of this class maintains records for the Fire Chief and performs various accounting duties such as preparing payroll records and paying bills for the department. The Secretary to the Fire Chief works independently in most areas, with general instructions for special assignments received from the Fire Chief. The incumbent is responsible directly to the Fire Chief, who reviews and supervises the work of this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Schedules appointments for the Fire Chief as directed, keeps records of the schedule, and notifies the Fire Chief of appointments, meetings, or other scheduled events. Places, answers and transfers telephone calls. Responds to questions and handles any routine requests by callers or visitors to the office. Acts as receptionist for visitors to the Chief's office or fire department, screens visitors to determine the nature of their business and directs them to the appropriate individual or office.

Stamps incoming materials to record the date and time of receipt. Processes, sorts, and distributes mail and interdepartmental correspondence. Types letters, forms, memos, statements, formal reports, or any other documents assigned. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by the Fire Chief. Composes business letters using correct grammar and punctuation. Takes and transcribes dictation. Proofreads typed material including records and reports in order to correct errors.

Sets up and maintains a filing system. Briefly reads or reviews materials to be filed and sorts accordingly. Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically, chronologically, and/or by subject matter. Traces missing files. Maintains personnel files and a roster of department personnel, including telephone numbers and other pertinent information. Enters routine information into department records. Fills out all forms or records required or assigned to this position. Enters fire incident report information into computer database. Writes reports requiring the ability to compose

complete sentences, to use correct grammar and punctuation, and to organize ideas in a logical sequence. Develops new procedures for office functions when necessary. Participates in accounting for the money and assets of the department.

Enters, locates, and retrieves information or documents which are stored in hard copy files or in the computer database. Operates a word processor or a computer terminal in order to enter or retrieve information from files. Serves as computer network administrator. Performs appropriate back-up functions as required to preserve computer files. Operates a copying machine, computer scanning equipment, a facsimile machine, and a calculator or computer software application when required.

Makes calculations necessary to compute payroll and prepares payroll records. Responds to questions or complaints from employees regarding calculation of time or other payroll matters. Participates in accounting for the money and assets of the department. Makes out checks for payment of department bills. Orders and distributes supplies and equipment as needed.

Cooperates with local boards, providing information and assistance as needed. Prepares agendas and takes minutes or notes at meetings. Performs public relations duties such as conducting tours of department facilities.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.